

April 30, 2009

Marlene H. Dortch, Esq.
Secretary
Federal Communications Commission
445 12th Street, S.W.
Washington, D.C. 20554
ATTENTION: EEO Staff
Policy Division, Media Bureau

FILED/ACCEPTED
APR 30 2009
Federal Communications Commission
Office of the Secretary

NOTE: No Filing Fee Required

Re: **Response to EEO Audit Letter**
Station WCFE-TV, Plattsburgh, NY (Facility ID 46755)
FCC Registration No. 0009557018

Dear Ms. Dortch:

On behalf of Mountain Lake Public Telecommunications Council, we transmit herewith a response to an FCC audit letter request for information concerning the EEO program of noncommercial educational Station WCFE-TV, Plattsburgh, New York.

As explained in the attached response, please note that WCFE-TV's most recent license renewal application (in FCC File No. BRET-20071025ADF) was granted on January 14, 2008. Therefore, and in accordance with FCC EEO staff guidance, this audit response includes WCFE-TV's annual EEO public file report and underlying information from February, 2009 (covering the twelve month period from February 1, 2008 to January 31, 2009). This response does not include WCFE's February, 2008 EEO public file report or its underlying information.

Should any questions arise concerning this response, kindly contact this office.

Very truly yours,



Barry S. Persh

Enclosure

Marlene H. Dortch, Esq.

April 30, 2009

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bcc: Lisa Hoff (public file copy) ✓

April 27, 2009

Marlene H. Dortch, Esq.
Secretary
Federal Communications Commission
445 12th Street, S.W.
Washington, D.C. 20554
ATTENTION: EEO Staff
Policy Division, Media Bureau

NOTE: No Filing Fee Required

Re: Response to EEO Audit Letter
Station WCFE-TV, Plattsburgh, NY (F.I.N. 47655)
FCC Registration No. 0009557018

Dear Ms. Dortch:

Mountain Lake Public Telecommunications Council ("Mountain Lake"), licensee of noncommercial educational television station WCFE-TV, Plattsburgh, New York, hereby responds to the enclosed FCC audit letter request for information concerning the EEO Program of the station's employment unit.

Please note: that WCFE-TV's most recent license renewal application, in FCC File No. BRET-20071025ADF, was granted on January 14, 2008. Therefore, and in accordance with FCC EEO staff guidance, this audit response includes WCFE-TV's EEO public file report and underlying information from February, 2009, and covering the twelve month period from February 1, 2008 to January 31, 2009. This response does not include WCFE's February, 2008 EEO public file report or its underlying information.

In response to Item 3(a), Mountain Lake encloses its most recent EEO public file report (covering the period from February 1, 2008 to January 31, 2009 as Exhibit A. Mountain Lake's current EEO public file report is posted on the station's website at <http://www.mountainlake.org/about/eo.html>

In response to Item 3(b), Mountain Lake encloses dated copies of all advertisements, bulletins, letters, faxes and e-mails for each full-time position filled during the applicable period as Exhibit B. Also included are copies of job announcements sent to any organizations (identified separately from other sources) that have informed the station that they want to be notified of job openings.

In response to Item 3(c), Mountain Lake encloses the total number of interviewees for each vacancy and the referral source for each interviewee for all full-

Marlene H. Dortch, Esq.
Federal Communications Commission
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time Unit vacancies filled during the period covered by the above-noted EEO public file reports. See Exhibit B

In response to Item 3(d), Mountain Lake encloses documentation demonstrating performance of recruitment initiatives during this time period, including participation at job fairs, and training for staff as Exhibit C. Mountain Lake has 30 full-time employees and operates where the population is 250,000 or more and is therefore required to perform four initiatives within a two-year period. As noted above, due to the grant date of the most recent WCFE-TV license renewal, the materials submitted with this response cover only one year of WCFE-TV's EEO activity.

In response to Item 3(e), Mountain Lake reports that there have been no pending or resolved complaints filed during the current license term alleging discrimination in the station's employment practices.

In response to Item 3(f), Mountain Lake reports the following with respect to the responsibilities of each level of management to ensure enforcement of the unit's EEO policies and the manner in which the unit has informed employees and job applicants of its EEO policies and program.

- The Executive Assistant posts all our job openings in the station's lunchroom and on our website.
- The Executive Assistant includes EOE information in all full-time job opening postings, including those with newspapers, placement agencies, labor departments, on-line advertisement sites, and Mountain Lake's website job listing.
- The Executive Assistant includes EOE information in our on-air job announcements.
- All employees receive and sign for a copy of our Equal Employment Opportunity and Affirmative Action Policy (see attached Exhibit D).
- The Director of Finance and Administration manages all interview committees and coordinates the development of the questions to be asked of each candidate for a job opening.

- The Director of Finance and Administration receives all resumes and applications and coordinates the review of these resumes, the scheduling of interviews, the recording of applicants and interviews, and the checking of references.
- The Executive Assistant handles the advertisement of each job opening and posting of employment opportunity information to be sure to include a large and varied audience under the advice of the Director of Finance and Administration.
- All interviewees are asked to indicate how they learned of the employment opportunity with the station.
- The Director of Finance and Administration and the Executive Assistant are responsible for attending at least one job fair each year.
- The Director of Finance and Administration and the Executive Assistant are responsible for reading and implementing all the recommendations regarding EEO rules for broadcasters as provided by legal counsel.

In response to Item 3(g), Mountain Lake reports the following with respect to employment unit's efforts during its current license term to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result.

- The Director of Finance and Administration and the Executive Assistant reviews and implements the FCC's guidelines and regulations, including: current EEO rules, public file requirements, outreach recruitment requirements, FCC form completion, recordkeeping and reporting, and the annual public file report.
- The Executive Assistant followed legal counsel's recommendations in utilizing tracking forms to comply with the current regulations.
- The Executive Assistant periodically calls employers, labor departments, and placement services to make sure they receive our advertisements.
- The Director of Finance and Administration looks for additional recruitment services and communicates them to the Executive Assistant for future openings.

- The Executive Assistant periodically checks with the Traffic Coordinator to be sure our on-air employment opportunities spot is running quarterly. This procedure is set up with the Master Control Board Operators (see attachment, Exhibit E).
- The Director of Finance and Administration uses an interview form to request the recruitment source utilized by candidates and to ensure that each job candidate is asked the same questions.
- A system has been designed and implemented to track individuals applying for open positions. Each resume is numbered and recorded, as is the date a candidate is interviewed.
- The Director of Finance and Administration and the Executive Assistant reviewed the standard operating procedures for all full-time openings and made adjustments where necessary to improve the process and ensure compliance with applicable regulations.
- All supervisors are trained by the Director of Finance and Administration on how to follow the EEO guidelines.

In response to Item 3(h), Mountain Lake reports the following with respect to the employment unit's efforts to periodically analyze measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect:

- The Director of Finance and Administration, at least annually, compares pay and benefits offered by other PBS television stations and non profit organizations in our area to those offered by Mountain Lake.
- There are no seniority practices employed by Mountain Lake.
- All qualified employees are given the first opportunity to apply for full-time openings. Any open position and its requirements/qualifications are posted in the station's lunchroom. All employees are notified via email of all full-time openings. All recruitment activity is reported in executive staff minutes and those minutes are posted to the Mountain Lake PBS intranet, accessible to all staff.

Marlene H. Dortch, Esq.
Federal Communications Commission
April 27, 2009
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- After each full-time opening is filled and the Executive Assistant examines the material turned in by the hiring supervisor, and issues are reviewed, discussed and further training is provided if necessary.
- All offer letters are written and signed by the Director of Finance and Administration after thorough review of the hiring process for the full-time opening with the hiring supervisor.
- The same reference-checking procedure is used for review of all job candidates, for similar positions.

Items 3(i), 4(a) and 4(b) are not applicable.

Mountain Lake, through its undersigned authorized officer, hereby declares and certifies that the foregoing statements set forth in this response are true and correct to the best of its knowledge and belief.

Respectfully submitted,

MOUNTAIN LAKE PUBLIC
TELECOMMUNICATIONS COUNCIL

By: Alice M. Recore
Alice M. Recore
President and CEO
Date: 4/27/09

EXHIBIT A

EEO Public File Report for February 1, 2008 – January 31, 2009

Annual EEO Public File Report Form

Mountain Lake Public Telecommunications Council

[Call Sign - WCFE]

Annual EEO Public File Report

The purpose of this EEO Public File Report ("Report") is to comply with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station(s): [WCFE and Communities of License] and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning February 1, 2008 to and including January 31, 2009 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

Appendices 1, 2 and 3 which follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail

Appendix 1
Annual EEO Public File Report Form
 Covering the Period from February 1, 2008 to January 31, 2009
 Station(s) Comprising Station Employment Unit: [Station Call Signs - WCFE]

Section 1: Vacancy Information

	Full-time Positions Filled By Job Title	Recruitment Source of Hiree	Total Number of Interviewees from All Sources for This Position
1	PBS News & Public Affairs Host/Producer	Person from the outside – word of mouth	2
2	Director of Fundraising & Business Development	Was a staff person already at the station	11
3	Producer/Director of Photography/Editor	Had resume in-house already/staff called him	1
4	Supervising Producer/Writer Documentary	Applied for an earlier position/resume in-house	7
5	Videographer/Editor Level 1	In-house posting/employee	1
6	Corporate Marketing Rep	Monster.com	3
7	Master Control Board Operator	MLPBS website	4

Total Number of Persons Interviewed During Applicable Period: 29

Appendix 2 (Page 1 of 2)

Annual EEO Public File Report Form

Covering the Period from February 1, 2008 to January 31, 2009

Station(s) Comprising Station Employment Unit: [Station Call Sign - WCFE]

Section 2: Recruitment Source Information

	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period (If Any)	Full-time Positions for Which This Source Was Utilized & For What Job Opening
A	Press Republican	4	
B	ETS		
C	NYS Dept. of Labor	1	
D	Westaff		
E	MLPBS Website	3	1 Master Control Board Operator
F	Chamber-oppshop.org		
G	Career Fair		
H	In-house posting	2	1 Director of Fundraising & Business Development 1 Videographer/Editor Level 1
I	*ProductionHUB	1	
J	Learned from an underwriter		
K	America' Job Bank.com		
L	*Wyeth		
M	*Conn. School of Broadcasting		
N	*Resources Unlimited		
O	*NYS Broadcasters Assoc.		
P	Staff Referral	1	
Q	Blind Submission		
R	Heard from outside source/personal reference	2	1 – PBS News & Public Affairs Host/Producer
S	Previously interned @ the station		
T	PBS Connect Forum		
U	Current		
V	The Suburban		
W	Graigs list.com		
X	*NETA		

Y	Memsys Listserv		
Z	Monster.com	4	1 Corporate Marketing Representative
AA	CPB.org	1	
BB	Chronicle of Philanthropy	1	
CC	When asked they could not remember what website they had found ad on	1	
DD	No indication in cover ltr	1	
EE	Applied for earlier position	2	1 Producer/Director of Photography/Editor 1 Supervising Producer/Writer Documentary
FF	Internet/didn't specify web address	1	
GG	WGBH Workshop	2	
HH	Montreal Gazette	1	
II	Unknown	1	

TOTAL:

29

7

MOUNTAIN LAKE PUBLIC TELECOMMUNICATIONS COUNCIL
(Mountain Lake PBS) Call Letters (WCPE)
EEO PUBLIC FILE REPORT & POST ON THE WEBSITE
Covering Period - February 1, 2008 – January 31, 2009
Full-Time Positions Filled

<u>Full-Time Position</u>	<u>Position Title</u>	<u>Date Open</u>	<u>Date Filled</u>	<u>Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*</u>	<u>Number Interviewed</u>	<u>Number Hired</u>
1	PBS News & Public Affairs Host/Producer	3-4-08	5-12-08	Person from the outside – word of mouth	2	1
1	Director of Fundraising and Business Development	11-8-07 & 1-28-08	6-9-08	Internal staff member/In- house posting	11	1
1	Producer/Director of Photography/Editor	7/8/08	7/14/08	Had resume in-house already/staff called candidate	1	1
1	Supervising Producer/Writer Documentary	5/29/08	7/30/08	Applied for an earlier position-resume in-house	7	1
1	Videographer/Editor Level 1	9/19/08	10/31/08	In-house posting	1	1
1	Corporate Marketing Rep.	9/18/08	1/5/09	Monster.com	3	1
1	Master Control Board Operator	11/25/08	1/26/09	MLPBS Website	4	1
TOTAL 7					29	7

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
1	Press Republican	Classified Department	4	
	170 Margaret Street	518-565-4105		
	Plattsburgh, NY 12901			
2	ETS	Several Contacts		
	142 Boynton Avenue	518-562-4673		
	Plattsburgh, NY 12901			
3	NYS Dept. of Labor (One Worksource)	Sue Myers	1	
	194 US Oval	518-561-0430		
	Plattsburgh, NY 12901			
4	Westaff	Gary Wagoner		
	307 W Bay Plaza	518-566-6061		
	Plattsburgh, NY 12901			
5	North Country Chamber of Commerce	www.oppshop.org		
	P.O. Box 310 (7061 Rt. 9)	518-563-1000		
	Plattsburgh, NY 12901			
No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
6	Mountain Lake PBS (website)	www.mountainlake.org	3	
	One Sesame Street	518-563-9770		
	Plattsburgh, NY 12901			
7	Connecticut Schools of Broadcasting	csbnewjersey@800tvradio.com		yes
	377 Route 17 South Penthouse	201-288-5800 (www.800tvradio.com)		
	Hasbrouck Heights, NJ 07604	or Tom DeFranco		
8	In-House Posting/Staff Referral		3	
9	Learned about position from underwriter			

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification
10	NYS Broadcasters Association 1805 Western Avenue, Albany, NY 12203	Sandy 518-456-8888		yes
11	Applied for an earlier position		2	
12	Vermont Department of Labor 63 Pearl Street Burlington, VT 05401-4331 Vermont Job Link – when ad goes through VT Dept. of Labor, it will also go to VT Job Link	Bradley Quinn Page 63 Pearl Street Burlington, VT 05401 802-652-0339		
13	Job Fair	Contacts are all different depending on who is running the Job Fair		
14	ProductionHUB.com 801 W. Fairbanks Avenue Winter Park, FL 32789	Tara 407-629-4122	1	yes
15	America=s Online Job Bank.com			
16	Wyeth Pharmaceuticals 64 Maple Street Rouses Point, NY 12979	Barbara E. Hebert 518-297-5707		yes
17	Sent in blind submission			
18	Heard from an outside source/personal reference		2	
19	Previously interned @ the station			
20	PBS Connect Forum	On-line form		
21	Current 6930 Carroll Avenue, Suite 350 Tacoma Park, MD 20912	Fax: 301-270-7241 Loreal@current.org or Behrens@current.org (Steve Behrens) classifieds@current.org		
21	The Suburban - Montreal	Contact is whoever picks up the phone		
22	Craig's list.com	On-line		
23	Memsys.listserve	Kay Mosko or Nick Herlick		
24	Monster.com		4	
25	CPB.org	Website cpb.org (CPB Jobline)	1	
26	Chronicle of Philanthropy	Philanthropy.com/jobs Tim Sieja – jobs@chronicle.com	1	

27	When asked at interview they could not remember what website he had found it on	N/A	1	
28	No indication on cover letter	N/A	1	
29	Internet/Didn't specify website address		1	
30	WGBH Workshop		2	
31	Montreal Gazzette	On-line Classified Ad	1	
32	Unknown		1	

	TOTAL:		29	
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Filename: EEO/Positions Filled

Appendix 3

Annual EEO Public File Report Form

Covering the Period from February 1, 2008 to January 31, 2009

Station(s) Comprising Station Employment Unit: WCFE

Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by WCFE]

Station(s) Claiming Credit: Mountain Lake Public Telecommunications Council

1. Type of Activity Under New EEO Rule: [Job Fair, Scholarship Program, Etc.] Career Fair

Date of Station Participation: 5/7/08

Participating Employees: Lisa Hoff, Executive Assistant, Sharlene Petro-Durgan, Business Manager

Host/Sponsor of Activity: The Plattsburgh-North Country Chamber of Commerce JOB FAIR

Brief Description of Activity and Station Participation: 5 resumes were received and distributed to the proper department. We had an open position for a Director of Fundraising and Business Development. We had all internship job descriptions available with business cards for those particular departments. We also handed out volunteer opportunities and applications for employment with the station.

These career/job fairs are intended to look for employees for the organization and to meet with many applicants. We want to let the possible future employees to know about the career opportunities the station has to offer. We will be distributing copies of job descriptions, job applications, interview questions (for those we interview), volunteer brochures (for anyone interested in volunteering opportunities at the station), distributed copies of our current Highpoints Program Guides®, station banners with our logo and name to be displayed. We will also be gathering resumes and displaying our product.

2. Activity: "Broadcasting Career Fair"

Date(s): March 24-30, 2008 – Certificate of Compliance dated April 2, 2008

Participating Employees: Sharlene Petro-Durgan, Business Manager & Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: The New York State Broadcasters Association, Inc.

Brief Description of Activity and Station Participation: Mountain Lake PBS promoted the event by broadcasting announcements over the two weeks prior to

the event. Station personnel participated on the Publicity and Implementation Committees. And, on the day of the event, station personnel interviewed attendees.

3. Activity: Career Night 2008

Date(s): April 3, 2008

Participating Employees: Sharlene Petro-Durgan, Business Manager Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: The Career Development Center/SUNY Plattsburgh

Brief Description of Activity and Station Participation: The position types were Full-Time Internship and the majors/titles were Communications, Marketing, and Education. These career/job fairs are intended to look for employees for the organization and to meet with many applicants. We want to let the possible future employees to know about the career opportunities the station has to offer. We will be distributing copies of job descriptions, job applications, interview questions (for those we interview), volunteer brochures (for anyone interested in volunteering opportunities at the station), distributed copies of our current Highpoints Program Guides@, station banners with our logo and name to be displayed. We will also be gathering resumes and displaying our product.

4) Activity: Job Fair

Date: September 10, 2008

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant.

Host/Sponsor of Activity: North Country Chamber of Commerce – held at the Comfort Inn

Brief Description of Activity and Station Participation: Sharlene and I had all unpaid department internship job descriptions available. We also had one job opening for an “Associate Producer/Researcher” and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment and Highpoints Bulletins. We collected ten resumes.

5) Activity: Internship & Career Fair

Date: November 5, 2008 – 1-4 p.m.

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: SUNY Plattsburgh School of Business & Economics

Brief Description of Activity and Station Participation: Sharlene and I had all unpaid department internship job descriptions available. We also had one job opening for a Corporate Marketing Representative position (Sales) and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment and Highpoints Bulletins. We collected nine resumes.

6) Activity: Career Night XXXIII

Date: Thursday, April 2, 2009 – 4:30-9:00 p.m.

Participating Employees: Sharlene Petro-Durgan, Director of Finance & Administration and Lisa Hoff, Executive Assistant

Host/Sponsor of Activity: SUNY Plattsburgh School @ the Angell College Center

Brief Description of Activity and Station Participation: Sharlene and I had all unpaid department internship job descriptions available. We also had one job opening for a Corporate Marketing Representative position (Sales) and had the job description available for those who wanted a copy. The station handed out volunteer opportunities, applications for employment, Highpoints Bulletins and Art Auction Information and volunteer opportunities. We collected one resume but handed out business cards corresponding to the department internship job description they were interested in. We had one teacher who wanted to volunteer in the Education department.

TRAINING FOR STATION PERSONNEL, MANAGEMENT TRAINING ON
EMPLOYMENT MATTERS AND AN INTERNSHIP PROGRAM
(February 1, 2008-January 31, 2009)

Strategic Plan Action Plan for 2008-2009

<p style="text-align: center;">Goal #2 : Create a positive workplace environment.</p>				
Objective	Action Step (Who's responsible?)	By when	Measures of success	Status / Comm
Provide professional development opportunities.	Create a method for researching internal department or individual professional development needs. (Business Manager)	1/31/08	Training list created.	Will use performance evaluations to build training list. Will : to exec. staff once completed for any additions or changes Moved to FY 09

Director of Finance and Administration attended the following workshops:

4/29/08 EAS "Managing Generational Trends: Finding and Keeping Good People in Your Workplace"
5/30-6/1/08 PBMA Conference workshop "HR as a Strategic Partner".
7/17/08 PBMA Telephone Toolkit "Fair Labor Standards Act".
9/17/08 Human Resource Leadership
3/10/09 "Managing and Mitigating Internal Pay Issues"

Director of Communications attended the following workshops:

7/17/08 PBMA Fair Labor Standards Act training
9/07 - 6/08 North Country Leadership Program

Director of Education and Outreach attended the following workshops:

3/6/08 Celebration of Teaching and Learning in NY

Education Outreach Initiatives

1. Literacy Outreach - The education department has a large literacy outreach component. It provides

literacy strategies to area childcare providers, educators and parents. It also provides free books to practice these strategies.

2. Outreach activity 2 is providing the EdVideo service to area schools and adult literacy programs.

Through this activity we provide a multi-media download service to area schools as well as training on how to use this service.

Executive Assistant and Account Clerk attended the following webinar:

4/09 PBMA Toolkits Audio Seminar on EEO Compliance – Follow the FCC Basics To Avoid Unnecessary Fines. Informative toolkit that reviewed the basic FCC requirements that regularly impact all broadcasters. Presenters: Katrina Gleber and John Bagwell from Lerman Senter, PLLC in Washington, DC

Employee Assistance Services (EAS) – All employees are eligible to use the services that EAS has to offer. A quarterly newsletter goes out to each employee. If there is any type of supervisory training that is offered by EAS, it is encouraged that managers attend. If there are other training opportunities at EAS, staff is encouraged to attend.

INTERNSHIPS:

Strategic Plan Action Plan for 2008-2009

Goal #4 : Build our identity as the region's storyteller.				
Objective	Action Step	By When	Measure	of Success
Status/Comments				
Develop new talent and ideas by becoming a lab for young professionals	Promote internships at local colleges and community events. (Director of Finance and Administration)	5/1/08	Plan and hold Open House	Open House held March 24, 2008. Tabling done at PSUC 3/24 and 3/25. Completed. Ongoing. Moved to FY09.
	Create relationships with specific people at each local college to encourage Internships and other partnerships. (exec staff)	5/1/08	Each exec staff creates a list with name of each contact, place, and last meeting.	IN PROGRESS: Relationship with SUNY's Communications Department Assistant Professor, Jonathan Slater; Relationship with SUNY's Business Department Internship Coordinator. Dir. of Production and Programming attended Burlington College Career Day, met with Barry Snyder, Dept. chair and Allan Nicholls, faculty there.

Formalize internal Internship program and/or Lab experience so that "graduates" tell others about the value of working with MLPBS. (Director of Finance and Administration)	6/30/08	New Interns/Lab folks say that they came to MLPBS because of a testimonial from someone.	Several 08 Practicum students cited word of mouth references. Ongoing. Moved to FY09.
Improve Internships by creating an exit questionnaire seeking satisfaction levels and recommendations on how to improve the experience. (Director of Finance and Administration)	5/1/08	Quality and quantity of Interns increases.	Moved to FY09.

SUNY Plattsburgh Internship Program – The Director of Fundraising and Business Development, Coordinator of Special Events and Volunteers, Director of Production and Programming took advantage of this internship program (see attachments).

Champlain Central High School – The Director of Production and Programming took advantage of this internship program (see attachments).

VESID - The Director of Production and Programming took advantage of this paid internship program (see attachment).

Clinton Community College Internship Program – The Director of Communications took advantage of this internship program (see attachment).

Six Weeks of Employment Earnings for Teens {SWEET} – The Development and Production department utilized 4 SWEET students for the summer, which started Monday, July 7th. These teen workers are all female and aged 14-15 years old. They come to us with an interest in building their administrative skills and real life work experience. Although they are technically volunteering with the station, they are compensated for their time through the SWEET Worker Program. Mountain Lake PBS aims to give the workers a variety of administrative experiences while instilling professional work ethics and values. This symbiotic relationship benefits the station by allowing the workers to complete important tasks, such as the organization of office supplies, data entry, filing, answering phone, etc. (see attachment)

Practicum Program – The practicum program is different than the internship program whereas the students need approval from the college and be recommended. (see attachment)

EXHIBIT B

**Interviewee, Recruitment Source, and Hire Information for Full-time Vacancies
(for the Period Covered by the February, 2009 EEO Public File Report)**

and

**Supporting Documentation
(dated copies of advertisements, bulletins, letters, faxes, and emails)**

For Internal Station Use
This Form Should Be Used to Create a Job Vacancy Folder
For Each Vacancy At the Station(s)
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

1. Job Title: PBS News & Public Affairs Host/Producer
2. Station: Mountain Lake Public Telecommunications Council
3. Date Position Opened: 3/4/08
4. Date Position Filled: 5/12/08
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been completed and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?
Yes [☒] No [☐]

II. Interviewees

1. List of people interviewed for this position:

Name	Date	Recruitment Source
[REDACTED]	5/6/08	Person from the outside - word of mouth
[REDACTED]	5/8/08	MLPBS Website

2. Total number of people interviewed for this position: 2

III. Hiree

Person ultimately hired for this position:

Name: [REDACTED]
Recruitment Source: Person from the outside - word of mouth

Approval:

General Manager:



Date:

6/2/08

JOB POSTING

Mountain Lake PBS

PBS News & Public Affairs Host / Producer

Location: Plattsburgh, New York

Position type: Full time

Salary: Competitive

Description

Position Description: PBS News & Public Affairs Host / Producer

Company: Mountain Lake PBS

Location: Plattsburgh, New York

The Position:

Are you interested in telling the news stories of our region? Mountain Lake PBS seeks the talent of a news storyteller and on-air host/producer to supervise, execute and coordinate the production of its public affairs programming, including Mountain Lake Journal, long form documentaries, interview programs, debates, promos, and special projects

Mountain Lake PBS is a not-for-profit PBS station received by over 3.9 million people throughout New York, Vermont and Canada.

The Responsibilities:

Include producing – from concept through editing – the elements necessary to successfully complete projects on time and within budgets. This position will also act as host/producer for various shows, series and/or individual programs

For more information, visit the About/Job Listings page at www.mountainlake.org

Posted Date: 3/4/08



PROGRAMMING
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Job Listings

Mountain Lake PBS is an equal opportunity employer, and offers employment opportunities in a variety of disciplines including production, programming, development, communications, engineering, information technology and many other areas.

If you are interested in applying for a position, but unable to submit an application online, you can send your salary requirements, cover letter and resume to

Mountain Lake PBS
 ATTN: Human Resources
 One Sesame Street
 Plattsburgh, NY 12901

Fax: 518-561-1928

And if you're interested in an educational opportunity, Mountain Lake PBS offers internships.

CURRENT LISTINGS

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

Mountain Lake PBS, a not-for-profit public television station, received by over 3.9 million people throughout New York, Vermont and Canada, is seeking a Director of Fundraising and Business Development. The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for the station.

We are seeking a person who enjoys taking control by utilizing their management skills, a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required.

This person will work closely with the CEO/President on opportunities for growth and will serve as member of the Executive staff.

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org

Accepting applications until filled. EOE

PBS News & Public Affairs Host / Producer

Are you interested in telling the news stories of our region? Mountain Lake PBS seeks the talent of a news storyteller and on-air host/producer to supervise, execute and coordinate the production of its public affairs programming including Mountain Lake Journal, long form documentaries, interview programs, debates, promos and special projects.

Mountain Lake PBS is a not-for-profit PBS station received by over 3.9 million people throughout New York, Vermont and Canada.

Responsibilities include producing – from concept through editing – the elements necessary to successfully complete projects on time and within budgets. This position will also act as host/producer for various shows, series and/or individual programs.

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org.

Accepting applications until filled. EOE



The banner features a large question mark icon on the left. The text reads: "Opps! Job Shop", "The Pittsburgh-North Country Career Opportunity Shop", and "A SERVICE OF". Navigation links include "Home", "About Us", "Site Map", "Job Search", "Search Employers", "Post Resumes", "Career Resources", and "Recruiters/HR".

[Back](#)**Employer Job List Page**

*** Job Added ***

[\[Click Here To Enter A New Job \]](#)[\[Return to Employee Choice Menu \]](#)

	Title	Start Display	End Display	Available	
1. [EDIT]	Director of Fundraising & Business Dev.	11/18/07		YES	[DELETE]
2. [EDIT]	PBS News & Public Affairs Host/Producer	03/04/08		YES	[DELETE]

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[Back](#)
[Edit Job Page](#)
Job Title: PBS News & Public Affairs Host/Producer

Full/Part Time: ☒ Full Time
☐ Part Time
☐ Unknown at this time

Special Considerations: ☐ Temporary
☐ Consultant
☒ None

Job Location

City: Plattsburgh

State: NY

Zip: 12901

Country: United States

Job Display Options - Information about when to make this job available to searchers

Available Indicator

Start Display Date

End Display Date



03/04/2008

(mm/dd/yyyy)

(mm/dd/yyyy)

JOB WILL DISPLAY

If the available indicator is checked,
 AND the Start date is blank or equal to or prior to the current date,
 AND the End date is blank or equal to or after the current date

JOB WON'T DISPLAY

If the available indicator is not checked,
 OR the current date is not within the START/END date range

Job Details: Mountain Lake PBS
 PBS News & Public Affairs Host /

Existing Job Categories - Click to remove the check from categories that no longer apply...
☒ Creative-Production

☒ Other-Journalism

New Job Categories - Select as many new categories you'd like that relate to this job ad...

Press the CTRL key while you click your mouse to select multiple categories within a topic. By selecting categories, people will be able to more efficiently search for your job ad!

Accounting

Accountant
 Accounts Payable/Receivable
 Audit

Administrative

Administrative Assistant
 Data Entry/Word Processor
 Executive

Advertising/Marketing

Account Management
 Art Director-Graphics
 Communications

Banking

Business Development/Sales
 Entry Level
 Executive

Creative

Administration
 Copywriter
 Desktop Publishing

Engineering

ASIC Design
 Aerospace
 Applications

Health Care

Administration/Management
 Admitting
 Allied Health

Human Resources

Administration
 Compensation and Benefits
 Consultant

Insurance

Actuarial
 Claims
 Customer Service

Legal

Attorney
 Executive
 Legal Secretary

Other**Architecture and Design**

Drafting
 Other

Bio/Pharm

Chemistry
 Clinical Research
 Clinical Trials

Education

Administration
 Assistant-Associate Dean
 Assistant-Associate Director

Finance

Accountant/Auditor
 Actuary
 Advisor

Hospitality/Tourism

Catering/Banquet
 Chef
 Conclerge/Customer Service

Information Systems

Architect
 Auditor
 Client-Server

Law Enforcement/Security

Air Transportation Workers
 Other
 Police Officers

Manufacturing and Production

Other
 Plant and System operators
 Supervisor

Public Safety

Adjuster
Administrative
Agriculture/Business

911 Dispatcher
Emergency Communications Coordinator
Fire

Restaurant

Retail

Executive
Food Science/Product Development
Food Service

Buyer
Clothing and Accessories
Executive

Sales

Social Work

Entry Level
Executive
Inside/Inbound

Administrative
Child and Youth Welfare
Executive

Telecommunications

Transportation

Commissioning
Installation
Other

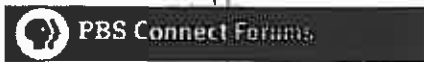
Executive
Import/Export
Management

Update Job

Reset

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Welcome Lisa Hoff


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[Show New Messages](#)

Author	Topic	Message
Lisa Hoff Total Messages: 2	Subject: PBS NEWS & PUBLIC AFFAIRS HOST/PRODUCER Mountain Lake PBS PBS News & Public Affairs Host / Producer Location: Plattsburgh, New York Position type: Full time Salary: Competitive Description Position Description: PBS News & Public Affairs Host / Producer Company: Mountain Lake PBS Location: Plattsburgh, New York The Position: Are you interested in telling the news stories of our region? Mountain Lake PBS seeks the talent of a news storyteller and on-air host/producer to supervise, execute and coordinate the production of its public affairs programming including Mountain Lake Journal, long form documentaries, interview programs, debates, promos and special projects. Mountain Lake PBS is a not-for-profit PBS station received by over 3.9 million people throughout New York, Vermont and Canada. The Responsibilities: Include producing - from concept through editing - the elements necessary to successfully complete projects on time and within budgets. This position will also act as host/producer for various shows, series and/or individual programs. For more information, visit the About/Job Listings page at www.mountainlake.org . Posted: 06 Mar 2009 09:56 AM	New Topic Prev Topic Delete Add Quote Reply New Topic Prev Topic

Select a Conference within this Forum: [Select Conference](#)[go](#)
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Welcome Lisa Hoff



PBS Connect Forums

Search Advanced Search Options Help

Home » Forums » Systemwide Information » Job Board

Show New Messages

Tree View		Topics			New Topic	
	Subject	New	Replies	Views	Started By	Last Reply
	Corporate Account Executive	1	0	40	Shari Hates 02/20/08 07:11pm	02/20/08 07:11pm
	WTTU - Indiana University Editor/Videographer	1	0	41	Phil Mayer 02/21/08 12:25pm	02/21/08 07:26pm
	RF Microwave Engineer	1	0	47	Gina Guerrero 02/21/08 05:36pm	02/22/08 12:57pm
	WTTU - Indiana University Integrated Media Director	1	0	54	Phil Mayer 02/21/08 07:19pm	02/21/08 07:25pm
	Manager, Online Communications Education and Outreach - PBS @ Springfield, VA location	1	0	38	Rachelle Byars-Sargent 02/22/08 12:29pm	02/22/08 12:30pm
	On Air Promotion Coordinator / WILL-AM-FM-TV	1	0	74	David Thiel 02/22/08 03:02pm	02/22/08 03:02pm
	Field Facilities Supervisor	1	0	58	Leanne Altman 02/25/08 09:19am	02/25/08 09:19am
	Grants and Foundation Manager	1	0	50	Candida Tzau 02/25/08 06:33pm	02/25/08 06:33pm
	Major Gifts and Planned Giving Manager	1	0	54	Candida Tzau 02/25/08 06:34pm	02/25/08 06:34pm
	Web Producer Job opening	1	0	72	Elna Campbell-Wade 02/26/08 01:13pm	02/26/08 01:13pm
	Director, Production	1	0	92	Catherine Oh 02/26/08 01:57pm	02/26/08 01:57pm
	Senior Systems Administrator	1	0	39	Cindy Neal 03/03/08 12:13pm	03/03/08 12:14pm
	Senior Maintenance Engineer	1	0	48	Barbara Spencer 03/03/08 03:20pm	03/03/08 03:20pm
	Promotion Director	1	0	70	Susan Truesdale 03/03/08 05:23pm	03/03/08 05:23pm
	Public Radio Announcer	1	0	32	Leanne Altman 03/05/08 12:02pm	03/06/08 12:02pm
	Coordinator III, Educational TV Utilization	1	0	13	Bernadette Goodemote 03/06/08 12:35am	03/06/08 12:35am
	PBS NEWS & PUBLIC AFFAIRS HOST/PRODUCER	0	0	1	Lisa Hoff 03/06/08 09:56am	03/06/08 09:56am
Previous (61-77)						
					New Topic	

Previous (61-77)

New Topic

Select a Conference within this Forum: Select Conference

go

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Lisa Hoff

From: Lisa Hoff
Sent: Wednesday, March 05, 2008 10:48 AM
To: Department of Labor in VT; ETS; Sue Meyers; Wendy Preston; Westaff
Subject: Job Posting
Attachments: ad simplified Producer 3-4-08.doc

If you have any questions on this position below, please email or call Sharlene Petro-Durgan, Business Manager (spetro-durgan@mlpbs.org or 518-563-9770 ext. 102)

Mountain Lake PBS
PBS News & Public Affairs Host / Producer
Location: Plattsburgh, New York
Position type: Full time
Salary: Competitive

Description

Position Description: PBS News & Public Affairs Host / Producer
Company: Mountain Lake PBS
Location: Plattsburgh, New York
The Position:

Are you interested in telling the news stories of our region? Mountain Lake PBS seeks the talent of a news storyteller and on-air host/producer to supervise, execute and coordinate the production of its public affairs programming, including Mountain Lake Journal, long form documentaries, interview programs, debates, promos, and special projects

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The Responsibilities:

Include producing - from concept through editing - the elements necessary to successfully complete projects on time and within budgets. This position will also act as host/producer for various shows, series and/or individual programs

For more information, visit the About/Job Listings page at www.mountainlake.org EOE

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone: (518) 563-9770 x103
Fax: (518) 561-1928
Confidential Fax: (518) 324-0109
lhoff@mlpbs.org

Check us out at www.mountainlake.org

3/5/2008

Lisa Hoff

From: Lisa Hoff
Sent: Wednesday, March 05, 2008 4:39 PM
To: Connecticut Schools of Broadcasting; 'Kay Mosco'; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Wyeth Pharmaceuticals
Subject: Job Posting
Attachments: ad simplified Producer 3-4-08.doc

The following position is open. They may submit their cover letter and resume to: Mountain Lake PBS, Attn: Human Resources, One Sesame Street, Plattsburgh, NY 12901 or email HR@mlpbs.org or Fax 518-561-1928

Mountain Lake PBS
PBS News & Public Affairs Host / Producer
Location: Plattsburgh, New York
Position type: Full time
Salary: Competitive

Description

Position Description: PBS News & Public Affairs Host / Producer
Company: Mountain Lake PBS
Location: Plattsburgh, New York
The Position:

Are you interested in telling the news stories of our region? Mountain Lake PBS seeks the talent of a news storyteller and on-air host/producer to supervise, execute and coordinate the production of its public affairs programming, including Mountain Lake Journal, long form documentaries, interview programs, debates, promos, and special projects

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For more information, visit the About/Job Listings page at www.mountainlake.org

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone: (518) 563-9770 x103
Fax: (518) 561-1928
Confidential Fax: (518) 324-0109
lhoff@mlpbs.org

Check us out at www.mountainlake.org

3/5/2008

Lisa Hoff

From: Kristin Ruyter [kruyter@productionhub.com]
Sent: Thursday, March 06, 2008 9:26 AM
To: Lisa Hoff
Subject: Your JOB Has Been Posted On ProductionHUB

Hello,

Thank you for posting your Job! Please let us know when your position is filled, so we can change your posting status to "Filled". If you have filled your position because of your ProductionHUB Job posting, please let us know!

Please visit <http://www.productionhub.com/jobs/description.asp?item=19978> to verify that the information for your Job posting is correct. If it is not correct reply to this email and PLEASE INCLUDE THE LINK TO YOUR POSTING, OR YOUR POSTING UPDATE WILL BE DELAYED.

You MUST reply to this e-mail if you have any changes for your posting, as YOU CANNOT MAKE ANY YOURSELF at this time.

WANT BETTER EXPOSURE FOR YOUR JOB OPENING?

Now, you can have your Job posting featured on ProductionHUB! For only \$79, you can have premium placement at the top of all the search results, placement on the ProductionHUB homepage, and on the Job Classifieds entry page. Your listing will remain featured for up to 60 days instead of 30, and it will be featured in our newsletter that is emailed to over 85,000 professionals. Interested? Head over to https://www.productionhub.com/jobs/purchase_featured.aspx?item=19978 to upgrade your Job, right now!!

DID YOU KNOW??

Thanks to feedback from users like you, we have updated the Job Classified Section! A lot of our users did not want any contact information available to prospective employees, and we listened! Before the new changes, our job posters were required to show either their phone number, have a link to their specified email, or both. Now, you have the option of not giving any contact information, which is ideal for employers who have their applications via a website and do not wish to be contacted by prospective employees! Make sure you check out the new changes the next time you post a Job!

LOOKING TO PURCHASE/RENT EQUIPMENT?

OR LOOKING FOR PROFESSIONALS FOR HIRE?

Simply place your request at www.productionhub.com/marketplace/ and let us do the work. Qualified industry professionals will provide competing bids for your request! This fast and easy service is reserved for normal budgets. No lo/no/deferred projects please. CONTACT US NOW toll free at 877.629.4122 for more information and let us save you time and money on your next project.

GET YOUR FREE LISTING TODAY!

Let ProductionHUB.com be your 24/7 marketing solution and sales force so industry businesses and professionals can find you. Simply visit http://www.productionhub.com/ecard/prohub_matrix.asp and get listed on the industry's most comprehensive national directory for free.

Questions? Concerns? Simply reply to this E-mail or contact us toll free at

877.629.4122

Thank you for using ProductionHUB.com

ProductionHUB Classifieds

ProductionHUB.com

Phone: 877.629.4122

Fax: 407.629.8884

classifieds@productionhub.com

www.productionhub.com

'The Production Search Engine' - The industry's most trusted online resource and directory for film, video and digital media production.

CPB Jobline

Edit Job Listing

Job Field

Television

Job Category

Administrative

Announcer/Host

Budget/Finance

Business/Sales

Communications/Marketing

Ctrl+Click to select more than one category.

Position is an internship☐**Application Deadline**

January

1

2008

OR

☒ Open Until Filled

Note: If you check Open Until Filled, your listing will automatically be removed from the Jobline after 6 months unless you remove it sooner. The listing will remain in the database and you can edit it via your account.

Station

WCFE

☐ AM☐ FM☒ TV**Additional Station (optional)**☐ AM☐ FM☐ TV**Organization****Job Title**

PBS News & Public Affairs Host/Producer

Status☒

Full time

☐

Part time

hrs per week

Salary Range

\$

-

\$

per year

or

\$ per hour

City

Plattsburgh

State

New York

Web site

www.mountainlake.org

Job Description/Requirements/Application Information

Mountain Lake PBS

PBS News & Public Affairs Host / Producer

Location: Plattsburgh, New York

Position type: Full time

Salary: Competitive

Description

Position Description: PBS News & Public Affairs Host / Producer

Company: Mountain Lake PBS

Location: Plattsburgh, New York

The Position:

Are you interested in telling the news stories of our region? Mountain Lake PBS seeks the talent of a news

Applications will be sent to

Please use a return after each line.

Mountain Lake PBS

Attn: Human Resources

One Sesame Street

Plattsburgh, NY 12901

E-mail

HR@mlpbs.org

Phone calls accepted?

☐ Yes 518 - 563 - 9770 ☒ No

Faxed resumes accepted?

☒ Yes 518 - 561 - 1928 ☐ No

CPB Jobline

Job Listings in Your Account

Edit a listing: click on the entry's Jobline code

Delete a listing: select the checkbox to the right of the listing and click the "Delete checked listing(s)" button.

JOBLINE CODE	ENTRY TITLE	CREATED	DEADLINE	Delete checked listing(s)
WCFE5249	PBS News & Public Affairs Host/Producer	March 5, 2008	Open Until Filled	<input type="checkbox"/>

[Create New Listing](#)[Edit Account Information](#)[Log Out](#)

For Internal Station Use
This Form Should Be Used to Create a Job Vacancy Folder
For Each Vacancy At the Station(s)
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

1. Job Title: Director of Fundraising and Business Development
2. Station: Mountain Lake Public Telecommunications Council
3. Date Position Opened: 11/08/07 & 1/28/08 (position advertised twice)
4. Date Position Filled: 6/9/08
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been completed and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?

Yes [☒] No [☐]

II. Interviewees

1. List of people interviewed for this position:

<u>Name</u>	<u>Date</u>	<u>Recruitment Source</u>
[REDACTED]	11/9/07	No indication in cover letter
[REDACTED]	12/13/07	When asked he couldn't remember what website he had found ad on
[REDACTED]	2/27/08	Monster.com
[REDACTED]	3/13/08	Chronicle of Philanthropy
[REDACTED]	6/2/08	Internal staff member (In-house posting)
[REDACTED]	4/11/08	CPB.org
[REDACTED]	4/11/08	Monster.com
[REDACTED]	3/12/08	Heard from a staff member
[REDACTED]	2/29/08	Monster.com
[REDACTED]	3/11/09	NY Dept of Labor
[REDACTED]	2/26/08	Press Republican

2. Total number of people interviewed for this position: 11

III. Hire

Person ultimately hired for this position:

Name: [REDACTED]

Recruitment Source: Internal Staff member (In-house posting)

Approval:

General Manager:

[Signature]

Date: 6/27/08

Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes [☒] No [☐]

Dates posted: 11/8/07 & 1/28/08

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes [☐] No [☒]

Name of Third Party: _____

Date sent: _____

Attach proof of sending to third party.

Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all of the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes [☒] No [☐]

Date sent: 1/25/08 & 11/14 & 16/07

Attach a copy of the current list of such organizations.

Attach proof of sending to such organizations.

4. Was a copy of the job notice posted on the station(s) website or on any other websites?

Yes [☒] No [☐]

Dates posted: posted during duration of ad & printed on 11/9/07 & 2/19/08 for verification

Attach copies of notices posted @ <http://www.mountainlake.org> and identify websites by URL's

5. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes [☒] No [☐]

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

- a) Name of Source: "Press Republican" Newspaper (posted on Monster.com)
Contact Person: Classified Department
Address: 170 Margaret Street
Plattsburgh, NY 12901
Telephone: (518) 565-4105 Fax: (518) 561-1172
E-mail: customerservice@pressrepublican.com
How was notification given to this source? Ad emailed over on 1/29/08
- b) Name of Source: ETS
Contact Person: Several different people handle the postings as they come through
Address: 142 Boynton Avenue
Plattsburgh, NY 12901
Telephone: (518) 562-4673 Fax: (518) 563-3327
E-mail: etsjobs.com
How was notification given to this source? Faxed on 11/16/07
- c) Name of Source: NYS Department of Labor (One Worksource)
Contact Person: Sue Myers
Address: 194 US Oval
Plattsburgh, NY 12901
Telephone: (518) 561-0430 Fax: (518) 561-9566
E-mail: www.oneworksource.com
How was notification given to this source? Faxed on 11/16/07 & 1/29/08
- d) Name of Source: Westaff
Contact Person: Gary Wagoner
Address: 307 W Bay Plaza
Plattsburgh, NY 12901
Telephone: (518) 566-6061 Fax: (518) 566-0050
E-mail: www.westaff.com
How was notification given to this source? Faxed on 11/16/07
- e) Name of Source: North Country Chamber of Commerce
Contact Person: www.opppshop.org
Address: P.O. Box 310 (7061 Rt. 9)
Plattsburgh, NY 12901
Telephone: (518) 563-1000 Fax: (518) 563-1028 Filled out online
E-mail: chamber@westelcom.com
How was notification given to this source? Internet site - www.opppshop.org Online 11/16/07
- f) Name of Source: Connecticut Schools of Broadcasting
Contact Person: Tom DeFranco, Regional Director
Address: 377 Route 17 South Penthouse, Hasbrouck Heights, New Jersey 07604
Telephone: 201-288-5800 or 1-800-887-2346 Fax: 201-288-7966
E-mail: www.800tvradio.com

How was notification given to this source? An email was sent 11/16/07

g) Name of Source: Department of Employment & Training

Contact Person: Vermont Job Link or Bob Whiteman

Address: www.vermontjoblink.com

Telephone: 802-652-0338 Fax: 802-863-7655

E-mail: N/A

How was notification given to this source? Faxed on 1/29/08

h) Name of Source: Production HUB.com, Inc.

Contact Person: Lauren Memberg

Address: 801 W. Fairbanks Avenue, Winter Park, FL 32789

Telephone: 1-877-629-4122/407-629-4122 Fax: 407-629-8884

E-mail: lmemberg@productionhub.com Website: www.productionhub.com

How was notification given to this source? Emailed 11/16/07

i) Name of Source: Resources Unlimited

Contact Person: Victoria Santaniello

Address: 62 Brinkerhoff Street, Plattsburgh, NY 12901

Telephone: 518-562-9675 Fax: 518-561-9783

E-mail: victoria@bhsn.org Website:

How was notification given to this source? Email are coming back with an error message

j) Name of Source: New York State Broadcasters Association Career Fair

Contact Person: Sandy

Address: 1805 Western Avenue, Albany, NY 12203

Telephone: 518-456-8888 Fax: 518-456-8943

E-mail: sandy@nysbroadcastersassn.org Website: www.nysbroadcastersassn.org

How was notification given to this source? Posted online 2/14/08 & 11/14/07

k) Name of Source: Wyeth

Contact Person: Barbara Hebert

Address: Champlain/Rouses Point, NY

Telephone: Fax:

E-mail: Website:

How was notification given to this source? Email sent 11/16/07

l) Name of Source: PBS Connect Forums

Contact Person: Completed on line

How was notification given to this source? A job order filled out online in PBS Connect Forums on 1/28/08 & 11/8/07

m) Name of Source: PlattNet Solutions

Contact person: email PlattNet Solutions

Address: On SUNY Plattsburgh Campus & they also post on their electronic bulletin board

How was notification given to this source? Emailed on 11/16/07

n) Name of Source: CPB Jobline

Contact person: email www.cpb.org/jobline/submit/index.php

How was notification given to this source? Filed online and printed out 2/12/08

o) Name of Source: The Chronicle's Philanthropy Careers

Contact person: Tim Sieja

Address: jobs@philanthropy.com

How was notification given to this source? 1/29/08

p) Name of Source: MaxSys

Contact person: Lori Arsenaault

Address: arsenaault@maxsys-hr.com

How was notification given to this source? 2/20/08

q) Name of Source: Burlington Free Press (VT)

Contact person: Marianne Green

Address: mgreen@burlingt.gannett.com

How was notification given to this source? 2/1/08

r) Name of Source: TV Jobs

Contact person: Broadcast Employment Services

Address: www.tvjobs.com

How was notification given to this source? 11/9/07

s) Name of Source: Current

Contact person: Steve Behrens

Address: behrens@current.org

How was notification given to this source? 11/19/07

JOB POSTING

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

Mountain Lake PBS, a not-for-profit public television station, received in over 2 million homes throughout New York, Vermont and Canada, is accepting applications for the position of Director of Fundraising and Business Development.

The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for Mountain Lake PBS. This person should enjoy the development process and the efforts that improve financial growth.

Needed is a seasoned person who enjoys taking control by utilizing their management skills; a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required.

This person will work closely with the CEO/President on opportunities for growth, and will serve as member of the Executive staff.

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org

Accepting applications until December 15, 2007

Position available immediately. EOE

Dated: 11/8/07

**PROGRAMMING****NEWS & VIEWS****EDUCATION****ARTS AUCTION****SHOP****SUPPORT US****ABOUT**

Station Information

Channel Information

Production Services

Teleconference Services

Independent Producers

Press Room

Community Calendar

Job Listings

Internships

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Mountain Lake PBS is an equal opportunity employer, and offers employment opportunities in a variety of disciplines including production, programming, development, communications, engineering, information technology and many other areas.

If you are interested in applying for a position, but unable to submit an application online, you can send your salary requirements, cover letter and resume to

Mountain Lake PBS
ATTN: Human Resources
One Sesame Street
Plattsburgh, NY 12901

Fax 518-561-1928

And if you're interested in an educational opportunity, Mountain Lake PBS offers Internships

CURRENT LISTINGS**DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT**

Mountain Lake PBS, a not-for-profit public television station, received by over 3.9 million people throughout New York, Vermont and Canada, is seeking a Director of Fundraising and Business Development. The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for the station.

We are seeking a person who enjoys taking control by utilizing their management skills, a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required.

This person will work closely with the CEO/President on opportunities for growth and will serve as member of the Executive staff.

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org

Accepting applications until filled. EOE

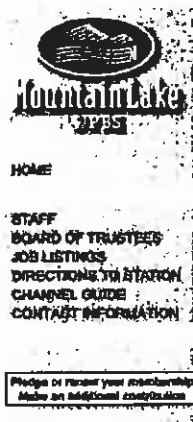
DIRECTOR OF COMMUNICATIONS

Mountain Lake PBS is looking for a public relations professional to help coordinate the company's internal and external promotions including website. The station's spokesperson must have excellent project management skills, strong organizational and presentation skills and ability to develop relationships with the press, community leaders and PBS peers. Plan and implement public awareness marketing strategies, including station image development. Team player with outstanding written and verbal communication skills. Web development skills required. College degree preferably in public relations, marketing or communication or equivalent professional experience. Salaried position with benefits.

Send letter and resume by March 3rd or until filled to Human Resources, Mountain Lake PBS, One Sesame Street, Plattsburgh, NY 12901 or email hr@mlpbs.org. EOE

[About](#) [Site Map](#) [Contact Us](#) [Privacy Policy](#)

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HOME TV SCHEDULE ABOUT MOUNTAIN LAKE PBS CONTACT US STAFF BOARD OF TRUSTEES

JOB LISTINGS

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

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This person will work closely with the CEO/President on opportunities for growth, and will serve as member of the Executive staff.

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org

Accepting applications until December 15, 2007

Position available immediately. EOE

COORDINATOR OF SPECIAL EVENTS AND VOLUNTEERS

Mountain Lake PBS is looking for an energetic, personable and well organized team player to join its Development Dept. The Coordinator of Special Events and Volunteers is responsible for planning and executing all special events including fundraisers. Must be able to work independently. Excellent communication and writing skills, budget planning experience, and demonstrated proficiency with Microsoft Office required. Schedule to include occasional weekends and evenings. Bachelor's degree or equivalent experience.

Valid driver's license required.
Full time with benefits.

Send cover letter and resume (with salary requirements) to:
Mountain Lake PBS
Attn: Human Resources
One Sesame Street
Plattsburgh, NY 12901
Fax: 518-561-1928
or Email: HR@mountainlake.org
EOE

INTERNSHIPS

Production Department

There are three different types of internships in the Production Department. Interested candidates should submit a resume and cover letter to Colin Powers at the address below. The cover letter should describe the skills the applicant can bring to their work in the Production Department and why they are interested in the position.

1. Editorial research intern - Responsible for editorial research and some story development for Mountain Lake's weekly public affairs program and monthly business program. Basic print or broadcast journalism courses required. Applicant must be curious, have a pleasant telephone manner, ability to amass data, and knowledge of regional news and events. Minimum 8 hours per week. Volunteer position.
2. Production Assistant - Duties may include studio setup and camera operation, logging video, transcribing field interviews, working for production during live studio events (debates, specials, fund raising, etc.). Hours are as needed and as applicants schedule permits. Flexible hours but must work

agreed minimum per semester.

3. Mass Communications academic internship - This position is coordinated through the PSU Mass Communications Department and is full time for one semester. An academic internship is dependent on department approval, required courses, and GPA, and is normally done in senior year. Interns assist in local productions as production assistant, videotape editor, videographer, or researcher. When appropriate and in collaboration with a producer interns serve as writer or field interviewer. For credit, unpaid.

Colin Powers

Director of Production & Programming

518-563-9770 ext. 128

Fax: 518-561-1928

Marketing and Promotion

If you are interested in finding out more about marketing, communications, publicity, promotion, public relations and related careers in the non-profit world of public television, consider applying to be a volunteer intern at Mountain Lake PBS (MLPBS).

Opportunities to become involved might include assisting with: writing press releases, taking photos, researching media opportunities, creating and placing advertising, planning and executing special events; handling details of a wide range of projects and activities related to the promotion of MLPBS's television and community programs

Requirements

Must be motivated and able to take initiative. This experience will only be meaningful and valuable to you if you truly desire the opportunity and have some idea of what you want to get out of it.

Excellent writing skills. How did you do in your English composition courses?

Computer skills (Microsoft applications) and ability to do internet research.

Creativity. This word should not scare you. Here is your chance to take an idea and see it through.

Organized. Must be able to follow instructions, pay attention to the details, and meet deadlines.

Assist with mailings. Yes, this may even mean stuffing envelopes. We all do it.

Enjoy talking on the phone to people. Pleasant, polite, resourceful.

Ability to independently track down information in a timely manner. Interest in news and events. Curious and driven.

Do you enjoy PBS television? Do you watch it?

Rhonda Santos

Director of Communications

Phone: 518-563-9770

Fax: 518-561-1928

Finance and Administration

The internship involves numerous general and administrative projects related to finance and human resources. The projects involve entering, analyzing, and manipulating data in various computer software programs. Work requires knowledge of accounting and sound business practices. Data is confidential.

The tasks the intern would be expected to perform for this position:

1. analyze, sort, and enter data into database
2. update spreadsheets with monthly data from invoices
3. work with staff to gather information
4. participate in station events to gain further insight into public television as a business
5. other related duties

Underwriting

The underwriting department is responsible for locating and securing corporate sponsorship for the programming that is shown on Mountain Lake PBS. This is a key component in being able to continue to bring quality programming to our community. An intern in this department would be part of a support system that would enable the underwriting staff to focus most of their time on the areas that help them achieve the marketing goals of Mountain Lake. The intern would report to the Development Staff and their regular duties would include the following:

Programming/Traffic and Operations

Organizing and maintaining promotional literature regarding current and potential programs

Creating and maintaining marketing sales pieces such as program descriptions and demographic information.

Maintain underwriting client files.

Generate affidavits of broadcast if required by underwriters.

Generate and distribute minutes from the weekly underwriting meeting.

Assemble media kits containing program and station information to distribute to potential underwriters.

Looking for a challenge, interested in learning more about digital television, demographics, logistics, program selection and how it all comes together at a television station? Consider applying as a volunteer intern at Mountain Lake PBS.

An Internship is a sort of trial run at a company and one of the best ways to test out a potential career field.

Requirements:

Duties will include creating on-air broadcast logs for a digital channel, proofing station logs and other reports, researching program information, working with Master Control and Engineering with on-air discrepancies, inputting information into the broadcast programming database, inputting promotional materials into the server, researching and responding to station and individual program inquiries. Research projects will introduce you to television ratings, demographic studies for program placement, teleconferences for program selection, scheduling using product placement for maximum exposure, and assisting in delivering Mountain Lake PBS programming into national distribution. Good verbal and written skills required. Computer skills and attention to detail is a must (Microsoft applications).

Must be able to work as part of a team and handle routine deadlines.

VOLUNTEERS

Volunteers are the backbone of any organization. Without the commitment of dedicated individuals, organizations like Mountain Lake PBS would not survive. If you have a few hours of your time to give, Mountain Lake PBS needs you. Whatever skills you may have, Mountain Lake PBS has an opportunity for you to get involved. [Click here to see what opportunities are available!](#)

Volunteer for the Educational Services Department

The Educational Services department is seeking a dynamic retired teacher, librarian, or reading consultant to work in our outreach office. The Education department at Mountain Lake PBS administers a grant called, "Ready to Lead in Literacy". Through this grant we provide literacy workshops to area Head Starts, The Childcare Coordinating Council, the YMCA, local schools, teachers, childcare centers and providers. This person's tasks would include the following: choosing, ordering and cataloguing books for the workshops, acting as a liaison between this department and workshop providers, mailings to these organizations, and assisting with the "Young Writers and Illustrators Contest". Phone calls to station supporters for special event attendance.

PUBLIC FILE WEB PAGE FORM FOR "OPTION A" EQE INFORMATION

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Lisa Hoff

From: Lisa Hoff
Sent: Friday, November 16, 2007 12:10 PM
To: Department of Labor in VT; ETS (mfay@etsjobs.com); Press Republican; Sue Myers (usasm@labor.state.ny.us); Wendy Preston; Westaff (ebarrett@westaff.com); Connecticut Schools of Broadcasting; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Resources Unlimited; Wyeth Pharmaceuticals
Subject: Job Posting from Mountain Lake PBS
Attachments: ad dir of fundraising & bus dev 11 077.doc

For those of you who have posted the Coordinator of Special Events and Volunteers position, please take the posting down as we have made an offer and they have accepted.

Attached and below is a new job posting.

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

Mountain Lake PBS, a not-for-profit public television station, received in over 2 million homes throughout New York, Vermont and Canada, is accepting applications for the position of Director of Fundraising and Business Development.

The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for Mountain Lake PBS. This person should enjoy the development process and the efforts that improve financial growth.

Needed is a seasoned person who enjoys taking control by utilizing their management skills; a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required.

This person will work closely with the CEO/President on opportunities for growth, and will serve as member of the Executive staff. See more details at www.mountainlake.org

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org

Accepting applications until December 15, 2007

Position available immediately. EOE

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone: (518) 563-9770 x103
Fax: (518) 561-1928
Confidential Fax: (518) 324-0108
lhoff@mlpbs.org

Check us out at www.mountainlake.org

11/16/2007

Lisa Hoff

From: Lisa Hoff
Sent: Wednesday, November 14, 2007 4:32 PM
To: Connecticut Schools of Broadcasting; Department of Labor in VT; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Resources Unlimited; Wendy Preston; Wyeth Pharmaceuticals
Subject: Job Posting
Attachments: ad dir of fundraising & bus dev 11 077.doc

Please find a new position open at the station.

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

Mountain Lake PBS, a not-for-profit public television station, received in over 2 million homes throughout New York, Vermont and Canada, is accepting applications for the position of Director of Fundraising and Business Development.

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Accepting applications until December 15, 2007

Position available immediately. EOE

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone: (518) 563-9770 x103
Fax: (518) 561-1928
Confidential Fax: (518) 324-0109
lhoff@mlpbs.org

Check us out at www.mountainlake.org

11/14/2007

Lisa Hoff

From: Wendy Preston [wpreston@acapinc.org]
Sent: Monday, November 19, 2007 12:16 PM
To: Lisa Hoff
Subject: RE: Job Posting

Lisa,

I have just returned from vacation. That is why you did not hear from me earlier regarding this new listing. I will get it posted ASAP.

Thanks again for listing your job openings with us here at OneWorkSource!

Wendy

Wendy Preston
Business Services Representative
OneWork Source

From: Lisa Hoff [mailto:lhoff@mlpbs.org]
Sent: Wednesday, November 14, 2007 4:32 PM
To: Connecticut Schools of Broadcasting; Department of Labor in VT; NYS Broadcasters Association; PlattNet Solutions; Production HUB.com; Resources Unlimited; Wendy Preston; Wyeth Pharmaceuticals
Subject: Job Posting

Please find a new position open at the station.

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Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org

Accepting applications until December 15, 2007

11/20/2007

Position available immediately. EOE

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone: (518) 563-9770 x103
Fax: (518) 561-1928
Confidential Fax: (518) 324-0109
lhoff@mlpbs.org

Check us out at www.mountainlake.org

11/20/2007

Lisa Hoff

From: Myers, Susan (LABOR) [Susan.Myers@labor.state.ny.us]
Sent: Tuesday, January 29, 2008 9:19 AM
To: Lisa Hoff
Subject: Job posting

Lisa,

I received your faxed information for the job posting for the Director of Fundraising. Position is posted at OneWorkSource/NYS Dept. of Labor

Sue Myers
Labor Service Rep I
NYS Dept of Labor
194 US Oval
Plattsburgh, NY 12903
Tele# 518-561-0430 ext 3012
Fax # 518-561-9566

1/29/2008



FAX

To: Sue Myers	From: Lisa Hoff
Fax: 561-9566	Pages: 2 (including cover page)
Phone:	Date: 1/25/08
Re: Job Posting	CC:

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Please let me know that you have received this transmission. You can either call 563-9770 ext 103 or email lhoff@mlpbs.org Thanks

Sue – If you have any questions, please call Sharlene Petro-Durgan at 563-9770 ext. 102

www.mountainlake.org

MOUNTAIN LAKE PBS
WCPE-TV / CHANNEL 57
ONE SESAME STREET
PLATTSBURGH, NY 12901
TEL 518 563 9770
FAX 518.561.1928

LES AMIS CANADIENS DE MOUNTAIN LAKE PBS
THE CANADIAN FRIENDS OF MOUNTAIN LAKE PBS
P.O. BOX 576
LACOLLE (QUÉBEC) JOJ 1J0
TÉLÉPHONE 800.836.5700

Mountain Lake PBS
Director of Fundraising and Business Development
Location: Plattsburgh, New York
Position type: Full time
Salary: Competitive

The Position:

Are you interested in helping build the economic future of a non-profit public television station? We seek the talent, experience, creativity and enthusiasm of the right person to guide our development initiatives.

Mountain Lake PBS, a not-for-profit public television station, received by over 3.9 million people throughout New York, Vermont and Canada, is seeking a Director of Fundraising and Business Development.

The Requirements:

Business Development and a proven connection with successful fundraising are top considerations. For more information, visit the About/Job Listings page at www.mountainlake.org.

Accepting applications until filled. EOE

Lisa Hoff

From: Sharlene Petro-Durgan on behalf of hr
Sent: Friday, November 16, 2007 5:05 PM
To: Lisa Hoff
Subject: FW: Your JOB Has Been Posted On ProductionHUB

-----Original Message-----

From: Nick Hoefly [mailto:nhoefly@productionhub.com]
Sent: Friday, November 16, 2007 10:34 AM
To: hr
Subject: Your JOB Has Been Posted On ProductionHUB

Hello,

Thank you for posting your Job! Please let us know when your position is filled, so we can change your posting status to "Filled". If you have filled your position because of your ProductionHUB Job posting, please let us know!

Please visit <http://www.productionhub.com/jobs/description.asp?item=18802> to verify that the information for your Job posting is correct. If it is not correct reply to this email and PLEASE INCLUDE THE LINK TO YOUR POSTING, OR YOUR POSTING UPDATE WILL BE DELAYED.

You MUST reply to this e-mail if you have any changes for your posting, as YOU CANNOT MAKE ANY YOURSELF at this time.

WANT BETTER EXPOSURE FOR YOUR JOB OPENING?

Now, you can have your Job posting featured on ProductionHUB! For only \$79, you can have premium placement at the top of all the search results, placement on the ProductionHUB homepage, and on the Job Classifieds entry page. Your listing will remain featured for up to 60 days instead of 30, and it will be featured in our newsletter that is emailed to over 85,000 professionals. Interested? Head over to https://www.productionhub.com/jobs/purchase_featured.aspx?item=18802 to upgrade your Job, right now!!

DID YOU KNOW??

Thanks to feedback from users like you, we have updated the Job Classified Section! A lot of our users did not want any contact information available to prospective employees, and we listened! Before the new changes, our job posters were required to show either their phone number, have a link to their specified email, or both. Now, you have the option of not giving any contact information, which is ideal for employers who have their applications via a website and do not wish to be contacted by prospective employees! Make sure you check out the new changes the next time you post a Job!

LOOKING TO PURCHASE/RENT EQUIPMENT?
OR LOOKING FOR PROFESSIONALS FOR HIRE?

Simply place your request at www.productionhub.com/marketplace/ and let us do the work. Qualified industry professionals will provide competing bids for your request! This fast and easy service is reserved for normal budgets. No lo/no/deferred projects please. CONTACT US NOW toll free at 877.629.4122 for more information and let us save you time and money on your next project.

GET YOUR FREE LISTING TODAY!

Let ProductionHUB.com be your 24/7 marketing solution and sales force so industry

businesses and professionals can find you. Simply visit
http://www.productionhub.com/ecard/prohub_matrix.asp and get listed on the industry's most
comprehensive national directory for free.

Questions? Concerns? Simply reply to this E-mail or contact us toll free at
877.629.4122

Thank you for using ProductionHUB.com

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Phone: 877.629.4122
Fax: 407.629.8884
classifieds@productionhub.com
www.productionhub.com

'The Production Search Engine' - The industry's most trusted online resource and directory
for film, video and digital media production.

Lisa Hoff

From: Lisa Hoff
Sent: Tuesday, January 29, 2008 2:31 PM
To: 'jcollings@pressrepublican.com'
Subject: Post on Monster.com website
Attachments: REVISED_ad dir of fundraising bus dev 11 077-1.doc

Jean,

We would like to run this on the web for 7 days for \$50.00. Can we be billed?

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone: (518) 563-9770 x103
Fax: (518) 561-1928
Confidential Fax: (518) 324-0109
lhoff@mlpbs.org

Check us out at www.mountainlake.org

1/29/2008

Director of Fundraising and Business Development

Company: Mountain Lake PBS **Location:** Plattsburgh, NY 12901
Salary/Wage: salary dependant on experience **Status:** Full Time, Employee
Job Category: Sales/Business Development **Relevant Work Experience:** 2+ to 5 Years
Career Level: Executive (SVP, VP, Department Head, etc) **Education Level:** Bachelor's Degree

Apply Now

Use the preferred method to send your resume, click **Apply Now**. [Learn more](#)

Job Description

Mountain Lake PBS
Director of Fundraising and Business Development
Location: Plattsburgh, New York
Position type: Full time
Salary: Competitive

The Position:

Are you interested in helping build the economic future of a non-profit public television station? We seek the talent, experience, creativity and enthusiasm of the right person to guide our development initiatives.

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Accepting applications until filled. EOE

Contact Information

Company: Mountain Lake PBS
Contact: Human Resources
Email: shardenep@mlpbs.org
Address: One Sesame St
Plattsburgh, NY 12901
Fax: 518-561-1928

Apply Now

[Send this Job to a Friend](#)

Lisa Hoff

From: Page, Brad [Brad.Page@state.vt.us]
Sent: Tuesday, January 29, 2008 9:33 AM
To: Lisa Hoff
Subject: RE: Job Order

Thank you Lisa

The job order is in the Vermont Job Link (VJL) system for 60 days. If you find a candidate before that time let me know and I'll take the ad out if you don't find any one in two months then just call or email and I will extend the ad. Have a nice day. Sincerely, Brad Page

Bradley Page, GCDF, LVER
Veterans' Services
63 Pearl Street
Burlington, VT 05401
802-652-0339
Brad.Page@State.VT.US

From: Lisa Hoff [mailto:lhoff@mlpbs.org]
Sent: Tuesday, January 29, 2008 9:00 AM
To: Page, Brad
Subject: Job Order
Importance: High

Brad,

Attached is an ad for the Director of Fundraising and Business Development position. Simplified ad for print. Revised ad dir for web only. Please submit this order.

Also, could you please send me an email that you received this attachment.

Thanks,

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone: (518) 563-9770 x103
Fax: (518) 561-1928
Confidential Fax: (518) 324-0109
lhoff@mlpbs.org

Check us out at www.mountainlake.org

1/29/2008

Lisa Hoff

From: Lisa Hoff
Sent: Monday, January 28, 2008 5:18 PM
To: 'bpage@labor.state.vt.us'
Subject: Job Order
Importance: High
Attachments: Simplified_Development Ad-1.doc; REVISED_ad dir of fundraising bus dev 11 077-1.doc

Bradley,

Attached is an ad for the Director of Fundraising and Business Development position. Simplified ad for print.
Revised ad dir for web only. Please submit this order.

Also, could you please send me an email that you received this attachment.

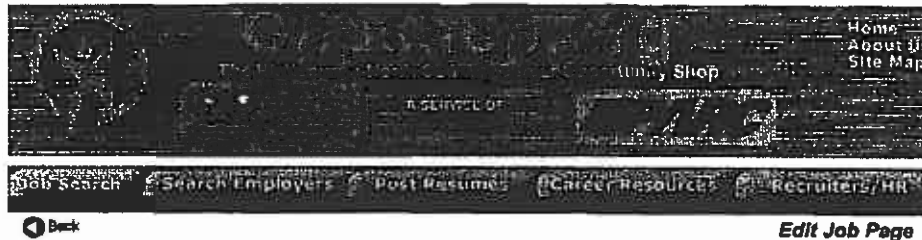
Thanks,

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone: (518) 563-9770 x103
Fax: (518) 561-1928
Confidential Fax: (518) 324-0109
lhoff@mlpbs.org

Check us out at www.mountainlake.org

1/29/2008



Job Title: Director of Fundraising & Business Dev.

Full/Part Time: ☒ Full Time
☐ Part Time
☐ Unknown at this time

Special Considerations: ☐ Temporary
☐ Consultant
☒ None

Job Location

City: Plattsburgh

State: NY

Zip: 12901

Country: United States

Job Display Options - Information about when to make this job available to searchers

Available Indicator	Start Display Date	End Display Date
<input checked="" type="checkbox"/>	11/16/2007 (mm/dd/yyyy)	(mm/dd/yyyy)
JOB WILL DISPLAY	If the available indicator is checked, AND the Start date is blank or equal to or prior to the current date, AND the End date is blank or equal to or after the current date	
JOB WON'T DISPLAY	If the available indicator is not checked, OR the current date is not within the START/END date range	

Job Details: DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

Existing Job Categories - Click to remove the check from categories that no longer apply...

☒ Other-Administrative

☒ Other-Charity/Fundraising

New Job Categories - Select as many new categories you'd like that relate to this job ad..

Press the CTRL key while you click your mouse to select multiple categories within a topic. By selecting categories, people will be able to more efficiently search for your job ad!

Accounting

Accountant
Accounts Payable/Receivable
Audit

Administrative

Administrative Assistant
Data Entry/Word Processor
Executive

Advertising/Marketing

Account Management
 Art Director-Graphics
 Communications

Architecture and Design

Drafting
 Other

Banking

Business Development/Sales
 Entry Level
 Executive

Bio/Pharm

Chemistry
 Clinical Research
 Clinical Trials

Creative

Administration
 Copywriter
 Desktop Publishing

Education

Administration
 Assistant-Associate Dean
 Assistant-Associate Director

Engineering

ASIC Design
 Aerospace
 Applications

Finance

Accountant/Auditor
 Actuary
 Advisor

Health Care

Administration/Management
 Admitting
 Allied Health

Hospitality/Tourism

Catering/Banquet
 Chef
 Concierge/Customer Service

Human Resources

Administration
 Compensation and Benefits
 Consultant

Information Systems

Architect
 Auditor
 Client-Server

Insurance

Actuarial
 Claims
 Customer Service

Law Enforcement/Security

Air Transportation Workers
 Other
 Police Officers

Legal

Attorney
 Executive
 Legal Secretary

Manufacturing and Production

Other
 Plant and System operators
 Supervisor

Other**Public Safety**

Adjuster
Agriculture/Business
Analyst

911 Dispatcher
Emergency Communications Coordinator
Fire

Restaurant

Executive
Food Science/Product Development
Food Service

Retail

Buyer
Clothing and Accessories
Executive

Sales

Entry Level
Executive
Inside/Inbound

Social Work

Administrative
Child and Youth Welfare
Executive

Telecommunications

Commissioning
Installation
Other

Transportation

Executive
Import/Export
Management

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March 24, 2008 - March 30, 2008

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This is how the job will appear. To make changes, use your browser's "Back" button now. When you are satisfied, click the "Finish" button below

FINISH

Mountain Lake PBS - Dir. of Fundraising and Business Dev.

Help guide our development initiatives

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT Mountain Lake PBS, a not-for-profit public television station, received by over 3.9 million people throughout New York, Vermont and Canada, is seeking a **Director of Fundraising and Business Development**. The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for the station. We are seeking a person who enjoys taking control by utilizing their management skills; a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required. This person will work closely with the CEO/President on opportunities for growth, and will serve as member of the Executive staff. See more details at www.mountainlake.org Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org Accepting applications until filled. Position available immediately. EOE

Position: Dir. of Fundraising and Business Dev.

Location: Plattsburgh, NY

Available: Immediately FT

Email: HR@mountainlake.org

Posted: 2/14/08

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Author

Lisa Hoff


Mountain Lake
PBS

Total Messages 1

Topic

Message

Subject: DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

Mountain Lake PBS
Director of Fundraising and Business Development
Location: Plattsburgh, New York
Position type: Full time
Salary: Competitive

The Position:
Are you interested in helping build the economic future of a non profit public television station? We seek the talent, experience, creativity and enthusiasm of the right person to guide our development initiatives.

Mountain Lake PBS, a not-for-profit public television station, received by over 3.9 million people throughout New York, Vermont and Canada, is seeking a Director of Fundraising and Business Development.

The Requirements:
Business Development and a proven connection with successful fundraising are top considerations. For more information, visit the About/Job Listings page at www.mountainlake.org.

Accepting applications until filled. EOE

Posted: 28 Jan 2008 05:10 PM

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Tree View		Topics				New Topic	
	Subject	Now	Replies	Views	Started By	Last Reply	
P	Lighting and Staging Manager, Indiana University Radio/TV Services	1	0	34	Phil Meyer 01/22/08 03:54pm	01/22/08 03:56pm	
P	New Media Producer	1	0	55	Candice Tzau 01/22/08 04:32pm	01/22/08 04:32pm	
P	Radio Reporter/Producer	1	0	34	Julia Downs 01/23/08 10:22am	01/23/08 10:22am	
P	Office Manager, American Masters at Thirteen/WNET	1	0	49	Heldi Weinstell 01/23/08 01:00pm	01/23/08 01:00pm	
P	Content Producer	1	0	54	Terri Sweet, KUAT 01/24/08 10:02am	01/24/08 10:02am	
P	Global Voices Production Coordinator	1	0	42	Lamie Capistrano 01/24/08 02:07pm	01/24/08 02:07pm	
P	Paralegal/Assistant, Business Affairs	1	0	27	Lamie Capistrano 01/24/08 08:44pm	01/24/08 08:44pm	
P	Auction Clerk (Job Opening @ Maine Public Broadcasting)	1	0	26	Elna Campbell-Wade 01/25/08 10:51am	01/25/08 10:51am	
P	Television Studio Supervisor/Director	1	0	65	Terri Sweet, KUAT 01/25/08 11:28am	01/25/08 11:28am	
	DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT	0	0	2	Lisa Hoff 01/26/08 05:10pm	01/26/08 05:10pm	

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CPB Jobline

Job Listings in Your Account

Edit a listing: click on the entry's Jobline code

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JOBLINE CODE	ENTRY TITLE	CREATED	DEADLINE	Delete checked listing(s)
OTHER5192	Director of Fundraising and Business Development	February 12, 2008	Open Until Filled	<input type="checkbox"/>

Create New Listing

Edit Account Information

Log Out

CPB Jobline

Edit Job Listing

Job FieldTelevision **Job Category**Administrative 

Announcer/Host

Budget/Finance

Business/Sales

Communications/Marketing 

Ctrl+Click to select more than one category.

Position is an Internship☐**Application Deadline**January 1 2008 

OR

☒ Open Until Filled

Note: If you check Open Until Filled, your listing will automatically be removed from the Jobline after 6 months unless you remove it sooner. The listing will remain in the database and you can edit it via your account.

Station☒ AM ☐ FM ☐ TV**Additional Station (optional)**☐ AM ☐ FM ☐ TV**Organization**

Mountain Lake PBS

Job Title

Director of Fundraising and Business Developmen

Status☒ Full time ☐ Part time hrs per week**Salary Range**

\$ 50000.00 - \$ 70000.00 per year

or

\$ per hour

City

Plattsburgh

State

New York

Web site

www.mountainlake.org

Job Description/Requirements/Application Information

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

Mountain Lake PBS, a not-for-profit public television station, received by over 3.9 million people throughout New York, Vermont and Canada, is seeking a Director of Fundraising and Business Development.

The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for the station.

We are seeking a person who enjoys taking control by utilizing their management skills; a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required.

This person will work closely with the CEO/President on

Applications will be sent to

Please use a return after each line.

Human Resources
Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901

E-mail

sharlene@mlpbs.org

Phone calls accepted?

☐ Yes 518 - 563 - 9770 ☒ No

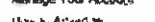
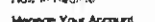
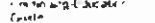
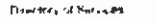
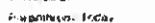
Faxed resumes accepted?

☒ Yes 518 - 561 - 1928 ☐ No



philanthropycareers

Thursday, February 14, 2008



Return to previous page

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Organization's home page

Position: Director of Fund Raising and Business Development**Organization:** Mountain Lake PBS**Location:** New York**Date posted:** 1/29/2008

DIRECTOR OF FUND RAISING AND BUSINESS DEVELOPMENT

Mountain Lake PBS, a not-for-profit public television station, received by over 3.9 million people throughout New York, Vermont and Canada, is seeking a Director of Fund Raising and Business Development.

The primary focus of this position is to lead in the development and implementation of fund-raising and business strategies for the station.

We are seeking a person who enjoys taking control by utilizing their management skills; a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fund raising is required.

This person will work closely with the CEO/President on opportunities for growth, and will serve as member of the Executive staff. See more details at <http://www.mountainlake.org>

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or e-mail HR@mountainlake.org

Accepting applications until filled.

Position available immediately.

EOE

POSITION CATEGORIES:

Accounting and finance, Corporate and foundation relations, Executive positions, Fund-raising administration, Other fund raising

FIELD CATEGORIES:

Public broadcasting

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Organization's home page

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Rebecca L. Buttons

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Inbox

Lisa Hoff

From: Monica Chan [accounting@chronicle.com]
Sent: Friday, February 01, 2008 12:42 PM
To: Lisa Hoff
Subject: The Chronicle - Web Invoice - Order Number:0000545920
Attachments: Invoice-I0000545920-0129.pdf

Thank you for placing your web ad with The Chronicle. Attached to this email is the PDF file of your web ad invoice. PLEASE PRINT THIS INVOICE FOR REMITTANCE AND FOR YOUR RECORDS.

In order to open the PDF file, you must have Adobe Acrobat Reader - if you do not have this program on your computer, you can download it for free at <http://www.adobe.com/>.

Also, PLEASE PRINT YOUR WEB AD FROM OUR WEBSITE FOR YOUR RECORDS - search for the position using the name of your school or corporation (available on the corresponding start date).

If you have not already prepaid, please note payment terms are due upon receipt. If you would like to pay by credit card, please visit our website at <https://careers.chronicle.com/ccpayment.php>

If you received a full balance invoice but provided a credit card number at time of ad placement, please contact the accounting department at 202-466-1006.

For any other questions, please reference the invoice number on the attachment when you reply to accounting@chronicle.com.

Thank you.

Attached PDF references Invoice Number:I0000545920-0129
Attached PDF references Invoice Text:Dir, Fund Raising & Business Developmen

2/14/2008

Lisa Hoff

From: Sieja, Tim [jobs@chronicle.com]
Sent: Tuesday, January 29, 2008 3:40 PM
To: Lisa Hoff
Subject: Chronicle Ad # 545920

Attachments: OrderConf.pdf



OrderConf.pdf (72 KB)

Your confirmation is attached, Lisa. Your ad will go online in a couple hours. Please let me know if you need anything else.

Tim Sieja
202-466-1790

**The Chronicle of Higher Education
The Chronicle of Philanthropy
Recruitment Advertising Order Confirmation**

Thank you for placing your ad with The Chronicle.

Billing Information

Ad Order Number
0000545920-01

Orderer/Client Information
Lisa Hoff
Mountain Lake PBS, One Sesame Street
Plattsburgh, NY 12901
USA

Advertiser/Agency
Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
USA

E-Mail Address
lhoff@mlpbs.org

Phone Number
(518)583-9770

Advertiser/Agency Acct. Number
1087806

Order Information

Ad Type
30-Day Web Run

Ad Size
1.0 X 151 words

Color
<NONE>

Ad Title Dir, Fund Raising & Business Development

Publications and Start Dates

Publication
COP Web.:

Web Start Date/ Print Issue Dates
01/29/08,

of Insertions
30

Print Section
Web-Only Listing - No print section

Pricing Information

Total NET Ad Price
\$225.00

Payment Method
CC - Visa:0893

Total NET Ad Price above is net of commissions and discounts - your Invoice will be sent to you separately which contains the itemized list of your charges. This is not an invoice.

An e-mail notification will be sent to you when your electronic tearsheet (e-tearsheet) is ready to be viewed online. If you require a paper tearsheet and you have not already purchased it with your order, you may order one at <http://careers.chronicle.com/tearsheetorderform/> for a nominal fee. The e-tearsheet service is for print ads only.

Please print your Web ad from our Web site for your records. It will be available on 01/29/08.

<http://philanthropy.com/jobs/ld.php?id=0000545920-01>

Lisa Hoff

From: Chronicle Recruitment Advertising [jobs@philanthropy.com]
Sent: Tuesday, January 29, 2008 3:35 PM
To: Lisa Hoff
Subject: Re: (Chronicle #3354495) Did my web ad go up?

It came through just fine, Lisa. I'll send confirmation in a few minutes.

Tim Sieja
Senior Client Relations Associate
The Chronicle of Higher Education
chroniclecareers.com
The Chronicle of Philanthropy
philanthropycareers.com
202-466-1790

-----Original Message-----

I just submitted an online web-only ad for the Director of Fundraising and Business Development and I wondered if it went through OK.

Please advise. Thanks

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone: (518) 563-9770 x103
Fax: (518) 561-1928
Confidential Fax: (518) 324-0109
lhoff@mlpbs.org

Check us out at www.mountainlake.org <<http://www.mountainlake.org/>>

Lisa Hoff

From: jobs@philanthropy.com
Sent: Tuesday, January 29, 2008 3:08 PM
To: Lisa Hoff
Subject: {Chronicle #3354495} Philanthropy.com Response

Thank you for contacting The Chronicle's recruitment advertising department. We sent this automated response to let you know that we have received your request. Once your inquiry is processed, usually within 24 hours, you will receive a detailed response.

Sincerely,

The Chronicle
(202) 466-1050

The more you recruit,
the more you'll save.
Click here to learn more
about our print
recruitment-advertising
contracts.

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THE CHRONICLE OF PHILANTHROPY'S philanthropycareers

Confirm schedule

Please verify that the ad schedule below is correct and then click 'submit this ad'.

Ad text preview

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPM

Mountain Lake PBS, a not-for-profit public television station, million people throughout New York, Vermont and Canada, is Fundraising and Business Development. The primary focus of this position is to lead in the development of fundraising and business strategies for the station. We are seeking a person who enjoys taking control by utilizing skills; a strategic person who understands the balance required development team. Prior experience supervising and fundraising. This person will work closely with the CEO/President on an on and will serve as member of the Executive staff! See more del lake.org

Send salary requirements, cover letter and resume to Human Resource Street, Plattsburgh, NY 12901 or Fax 518- HR@mountainlake.org

Accepting applications until filled.

Position available immediately EOE

Ad type:
Web-only ad
Ad schedule(s):
Starting online 1/29/08

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☒ Philanthropy Careers

Position: Director of Fund Raising and Business Development
Institution: Mountain Lake PBS
Location: New York
Date posted: 1/29/2008

**DIRECTOR OF
FUND RAISING AND BUSINESS DEVELOPMENT**

Mountain Lake PBS, a not-for-profit public television station, received by over 3.9 million people throughout New York, Vermont and Canada, is seeking a Director of Fund Raising and Business Development.

The primary focus of this position is to lead in the development and implementation of fund-raising and business strategies for the station.

We are seeking a person who enjoys taking control by utilizing their management skills; a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fund raising is required.

This person will work closely with the CEO/President on opportunities for growth, and will serve as member of the Executive staff. See more details at <http://www.mountainlake.org/>

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or e-mail HR@mountainlake.org

Accepting applications until filled.

Position available immediately.

EOE

[/jobs/id.php?id=0000545920-01](#)

POSITION CATEGORIES:

Accounting and finance, Corporate and foundation relations, Executive positions, Fund-raising administration, Other fund raising

FIELD CATEGORIES:

Public broadcasting

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Lisa Hoff

From: Lisa Hoff
Sent: Wednesday, February 20, 2008 10:29 AM
To: 'arsenault@maxsys-hr.com'
Cc: Shariene Petro-Durgan
Subject: Job Postings
Attachments: ad DIRECTOR OF COMMUNICATIONS.doc, REVISED_ad dir of fundraising bus dev 11 077-1.doc

Lori,

Our station received your company's information packet and would like you to take a look at the following attachments, Director of Communications and Director of Fundraising and Business Development

If you have any questions in regards to these positions, you may call 518-563-9770 ext 102 or email our Business Manager, Shariene Petro-Durgan (spetro-durgan@mlpbs.org)

Thank you for your assistance,

Lisa M Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
Phone (518) 563-9770 x103
Fax (518) 561-1928
Confidential Fax (518) 324-0109
lhoff@mlpbs.org

Check us out at www.mountainlake.org

Sharlene Petro-Durgan

From: Rhonda Santos
Sent: Thursday, January 31, 2008 8:58 AM
To: ads@bfp.burlingtonfreepress.com; MGREEN@burlingt.gannett.com
Cc: Sharlene Petro-Durgan
Subject: RE: Mountain Lake PBS Ad in the Free Press
Importance: High
Attachments: Development2.pdf; Development2.jpg

Hello Marianne,

Attached please find Mountain Lake's advertisement for placement in the Burlington Free Press as discussed with Sharlene.

Please let me know if you need anything else at this time.

Thank you,
RHONDA SANTOS | Director of Communications
Mountain Lake PBS | One Sesame Street, Plattsburgh, NY 12901
518-563-9770 ext. 132

Visit us online at www.mountainlake.org

From: Green, Marianne [mailto:MGREEN@burlingt.gannett.com]
Sent: Tuesday, January 29, 2008 9:25 AM
To: Rhonda Santos
Subject: Re: Ad in the Free Press

Hi Rhonda,


Sharlene has requested information regarding placing an ad this Sunday and Monday. We discussed a 12" ad, which could be formatted as either 2 col x 6" or 3 columns x 4". I've attached a file with our column widths. Deadline for art submission is Friday at noon. We usually request a pdf file so that the resolution is high enough for the paper.

If you have any questions, please don't hesitate to contact me. [Ad sizes 2007.pdf](#)

Marianne Green
Recruitment Account Executive
The Burlington Free Press
191 College Street
Burlington, VT 05401
Tel: (802) 860-5326
Fax: (802) 862-5622



1/31/2008



WANTED:
Director of Fundraising/Business Development
Looking for Unlimited Growth

Are you interested in helping to build the economic future of a non-profit public television station?

Mountain Lake PBS seeks talent, experience, creativity and enthusiasm to guide our development initiatives!

For more information, visit the [About/Job Listings](http://www.mountainlake.org) page at www.mountainlake.org.

Send salary requirements, cover letter and resume to:
Human Resources, One Sesame Street, Plattsburgh, NY 12901
Fax: 518-561-1928 / Email: HR@mountainlake.org

Accepting applications until filled. EOE

Pam Jozwiak

From: Wheatley, Laurie [lwheatley@burlingt.gannett.com]
Sent: Monday, February 11, 2008 8:44 AM
To: Pam Jozwiak
Subject: E-tear
Attachments: 0203_Daily_FreePress_G_G08.pdf

Here is the copy of your ad that ran in The Burlington Free Press

Laurie Wheatley
Credit Manager
The Burlington Free Press
802-660-1877

2/11/2008

*Hold
check for
more details
at www...*

Job Listing Preview

TV Jobs

Broadcast Employment Services



**Mountain Lake PBS (PBS) Plattsburgh,
New York**

Position Director of Fundraising and
Business Development
Station Ownership Mountain Lake Public
Telecommunications Council
Station Slogan "Stronger Together"
Reference # Will be assigned when submission is
completed ...
Type Television
Full / Part Full Time - Regular
Experience Prior Experience
Posted 11/8/2007
Closes 12/15/2007
Time Left 37 Days
DMA #92
Found In Management



Director of Fundraising and Business Development

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

Mountain Lake PBS, a not-for-profit public television station, received in over 2 million homes throughout New York, Vermont and Canada, is accepting applications for the position of Director of Fundraising and Business Development.

The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for Mountain Lake PBS. This person



Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type Full Time -
Regular
Hours 8:30 pm to 5:00
pm
Workweek Monday to Friday
**Scheduled on
Holidays**
Start Date Immediately
Probation Period 3 Months
Benefits Yes
Benefit Premium Partially Paid By
Company
401K Plan Available
Vacation Yes
Paid Sick Leave
Phone Calls No
Agent Phone Calls No
Résumé Required
Cover Letter Required
References Preferred
Salary History Required
Tape / Reel Not Required
Tape Format Not Applicable
Tape Return Not Applicable
Director's Track Not Applicable

should enjoy the development process and the efforts that improve financial growth.

Needed is a seasoned person who enjoys taking control by utilizing their management skills a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required.

This person will work closely with the CEO/President on opportunities for growth, and will serve as member of the Executive staff.

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org

Accepting applications until December 15, 2007

Position available immediately. EOE

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901

When responding to this job ad, please mention you saw it listed at TVJobs.com

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Annual E-Résumé subscription
or DigitalTalent résumé required.

[[View other Mountain Lake PBS job listings](#)]

FAX Résumé	No
TVJobs.com E-Résumé	Yes
Degree Required	Yes - 4 Year
Contract Required	Not Applicable
Contract Length	Not Applicable
Special Requirements	No
Driver's License	Required
Insurance	Not Applicable
Good Driving Record	Preferred
Heavy Lifting	
Previous Applicants	
Local Apartment Rental	
Moving Expenses	Negotiable
Union Position	No
Union Contract Expires	
Confirmation Letter	No
Rejection Letter	Yes
Feedback	No
Drug Screen	No
Proof of Eligibility to work in U.S. Required	
Equal Opportunity Employment	Yes
EOE Data Form	No



Post
Jobs



"Director of Fundraising and Business Development"
position has been submitted to a temporary holding area.

Upon approval by a TVJobs.com Administrator, the job will be placed
on-line, and you will receive notification via e-mail.

You can...

- Submit another job to the temporary holding area.
- Look through available resumes.
- Submit Interview Tips.
- Return to Main Page of TVJobs.com.

Note! If you do not have an account with TVJobs.com and wish to confirm your job is on-line,
login as a "Guest" in the Job Bank area and check the listings for

Director of Fundraising and Business Development TVJ034080209.

Pay particular attention to the Control Number, as this number is unique to the job you posted.
Please be patient ... this job will not be placed on-line automatically. It will be reviewed first by a
TVJobs.com Administrator before being added to the database. Thank you!

Would you like to be able to submit jobs directly to the database? Are you a Station Manager,
Human Resources Manager, News Director, Production Manager, Chief Engineer or the person
tasked with posting jobs for your station?? Become a registered employer today, and post jobs
24 hours a day! It's free and easy!

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SQL

Lisa Hoff

From: jobs@tvjobs.com
Sent: Friday, November 09, 2007 1:37 PM
To: Lisa Hoff
Subject: TVJobs.com - Director of Fundraising and Business Development job listing posted

JOB POSTING NOTIFICATION FROM TVJOBS

Lisa Hoff,

The "Director of Fundraising and Business Development" position for Mountain Lake PBS was just posted in the Job Center and is now available on-line ...

Station : Mountain Lake PBS
Position : Director of Fundraising and Business Development Category : Management Database : Television
Job ID : TVJ#34090209
Posted : 11/9/2007
Expires : 12/9/2007
Status : Non-Registered Employer - New Job Listing
Ad Text :

Director of Fundraising and Business Development

DIRECTOR OF FUNDRAISING AND BUSINESS DEVELOPMENT

Mountain Lake PBS, a not-for-profit public television station, received in over 2 million homes throughout New York, Vermont and Canada, is accepting applications for the position of Director of Fundraising and Business Development. The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for Mountain Lake PBS. This person should enjoy the development process and the efforts that improve financial growth. Needed is a seasoned person who enjoys taking control by utilizing their management skills a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required. This person will work closely with the CEO/President on opportunities for growth, and will serve as member of the Executive staff.

Send salary requirements, cover letter and resume to Human Resources, One Sesame Street, Plattsburgh, NY 12901 or Fax 518-561-1928 or email HR@mountainlake.org

Accepting applications until December 15, 2007

Position available immediately. EOE

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy

to extend the position for you.

4. If no extension is needed, the job will be automatically removed at 1 am PST on 12/9/2007.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs.
If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway
Broadcast Employment Services
TVJobs
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you
>>manage your online jobs.<<

Lisa Hoff

From: Behrens, Steve [behrens@current.org]
Sent: Tuesday, November 13, 2007 12:14 PM
To: Lisa Hoff
Cc: Classifieds
Subject: RE: Received your changes in ad for Current ...

Lisa

I count 163 words @ \$1.15/word or \$187.45. It will be in the Nov. 19 issue.

Thanks,
Steve

Director of Fundraising and Business Development Mountain Lake PBS, Plattsburgh, N.Y.

Mountain Lake PBS, a not-for-profit public television station, received in over 2 million homes throughout New York, Vermont and Canada, is accepting applications for the position of Director of Fundraising and Business Development. The primary focus of this position is to lead in the development and implementation of fundraising and business strategies for Mountain Lake PBS. This person should enjoy the development process and the efforts that improve financial growth.

Needed is a seasoned person who enjoys taking control by utilizing their management skills; a strategic person who understands the balance required to manage a diverse development team. Prior experience supervising and fundraising is required. This person will work closely with the CEO/President on opportunities for growth and will serve as member of the executive staff. See more details at www.mountainlake.org.

Send salary requirements, cover letter and resume to Human Resources, One Sesame St., Plattsburgh, NY 12901, or fax 518-561-1928 or e-mail HR@mountainlake.org. Accepting applications until Dec. 15, 2007.

Position available immediately. EOE.

Steve Behrens
Editor, Current
The newspaper about public TV and radio
6930 Carroll Ave., Suite 350
Takoma Park, Md. 20912
Phone: 301-270-7240
Fax: 301-270-7241
Web: Current.org

-----Original Message-----

From: Lisa Hoff [mailto:lhoff@mlpbs.org]
Sent: Tuesday, November 13, 2007 8:04 AM
To: Behrens, Steve
Subject: RE: Received your changes in ad for Current ...

Steve,

Thanks for all your help. The revised ad is attached.

Lisa M. Hoff
Executive Assistant

Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901

**Director of Fundraising
and Business Development
Mountain Lake PBS,
Plattsburgh, NY**

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